



State of New Jersey

DEPARTMENT OF EDUCATION
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Governor

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May 19, 2008

TO: Chief School Administrators
Charter School Lead Persons

ROUTE TO: Provisional Teacher Program Contact Persons
Alternate Route Provisional Teachers

FROM: Robert R. Higgins, Ph.D., Director
Office of Licensure and Credentials

SUBJECT: Alternate Route Candidate Updates

The following information should be shared with alternate route candidates that have been hired by your district:

Administrative Fee – Alternate Route Applications for Standard Certificates

On December 5, 2007, the State Board of Education adopted amendments to the state regulations governing licensing fees. The revised fee schedule, which took effect on January 7, 2008, includes a new \$100 administrative fee for processing of the initial standard certificate for alternate route candidates. **Please note that this fee will apply only to alternate route candidates who are hired and registered in the Provisional Teacher program on or after January 7, 2008. When these candidates finish all aspects of the alternate route, including training center or college program study, they will be charged this fee.**

In light of this new fee and in the interest of expediting recommendations for standard licensure, the employing district should insure that a personal check, certified check, or money order payable to "Commissioner of Education" should be submitted with the summative evaluation upon completion of the candidate's provisional year. Please indicate on the check that it is intended for the administrative fee.